Annexure "C" to CU/PB/Admin/SoP/1/2022





- There are a number of halls/lounges /OATs in our campus, to cater to demands of various schools/departments.
- These are allotted based on the demand /availability.
- As per our process, the demands are to be raised online.

The slides are prepared for easy reference at any point of time, to explain the process of **ONLINE VENUE BOOKING.**

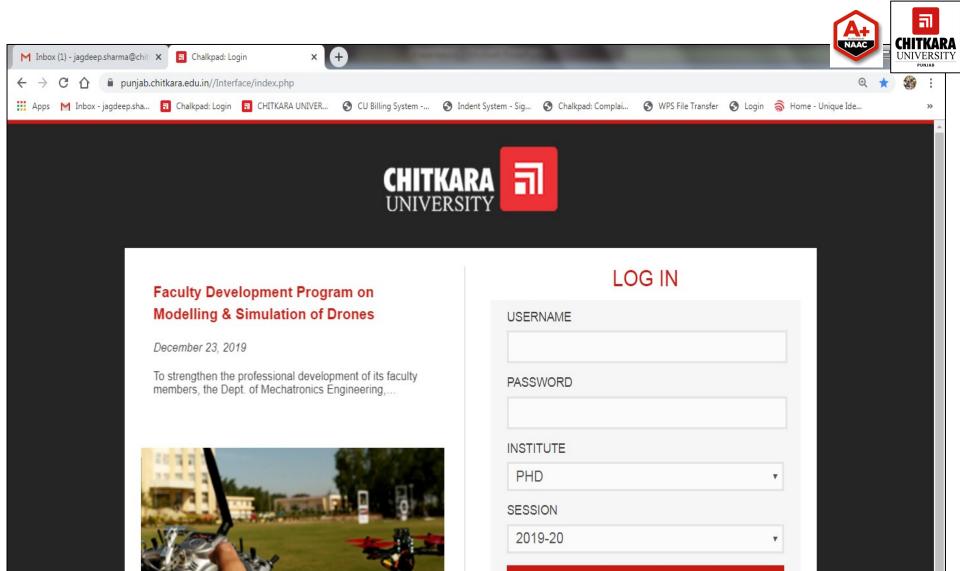
Online Hall / Venue Booking/ cancellation





PROCEDURE

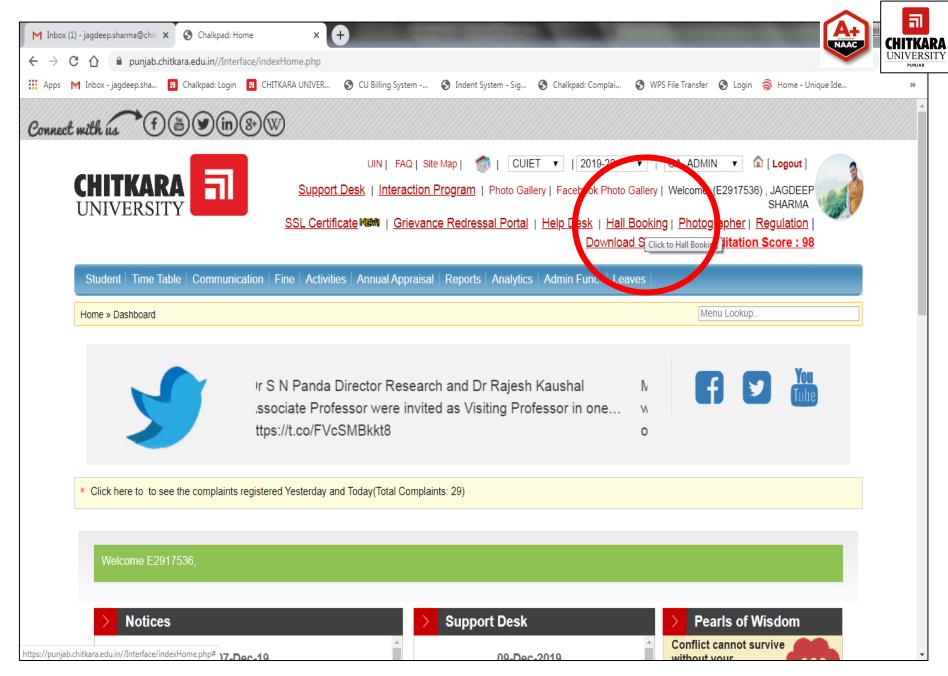
ONLINE BOOKING & CANCELLATION FOR HALLS, LOUNGES, CONFERENCEROOMS & OPEN-AIR THEATRES

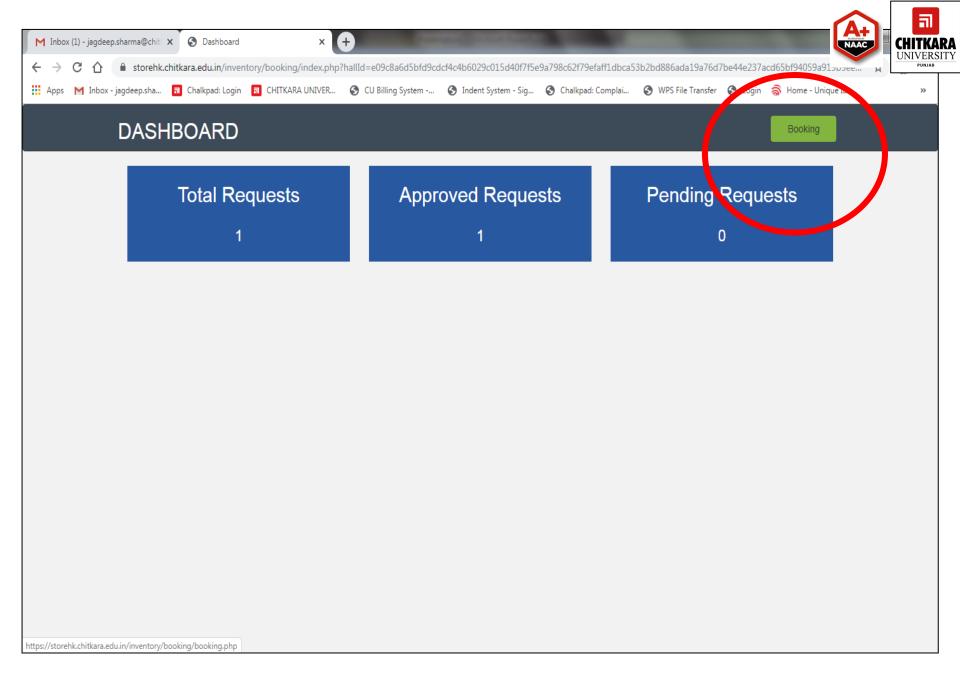


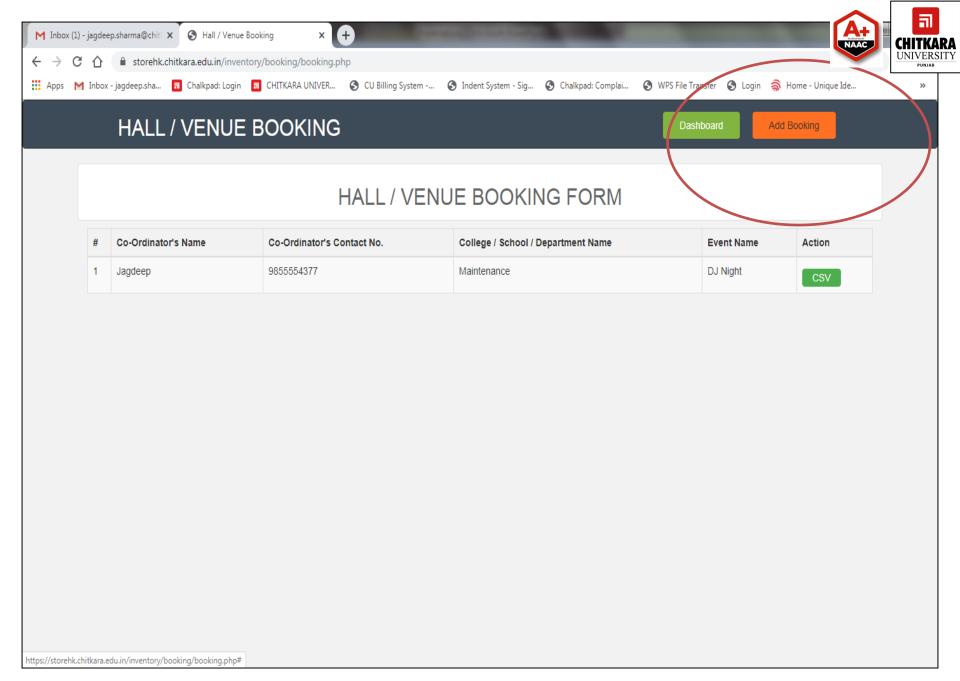
Read all Spotlight >>

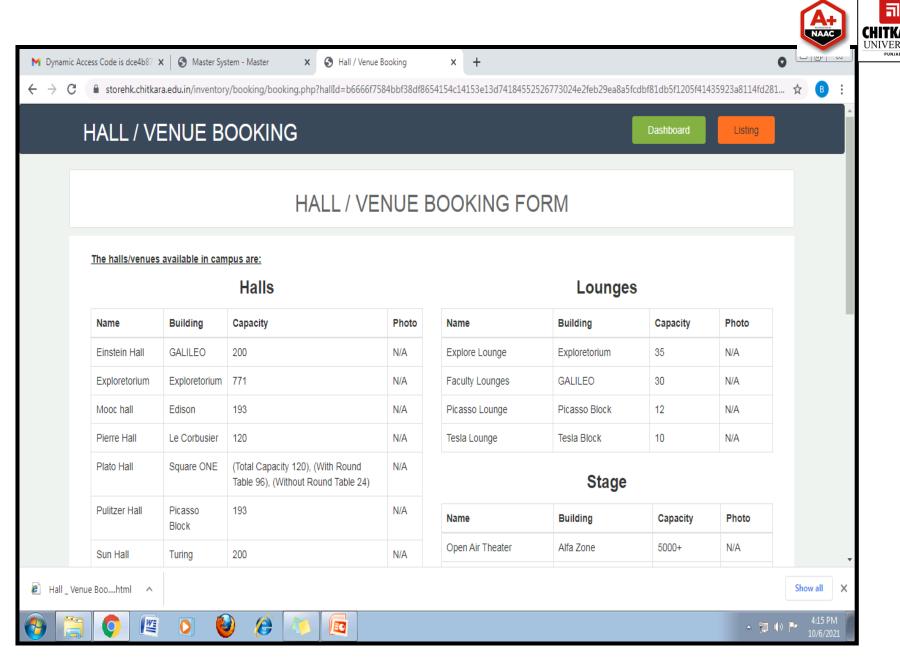
FORGOT PASSWORD

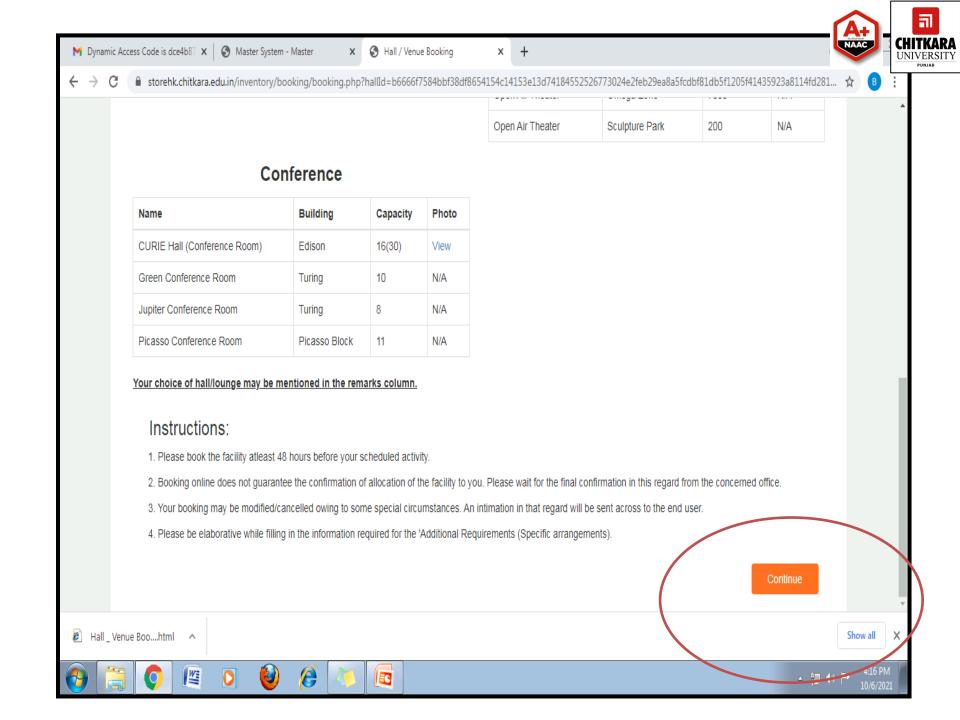
LOGIN

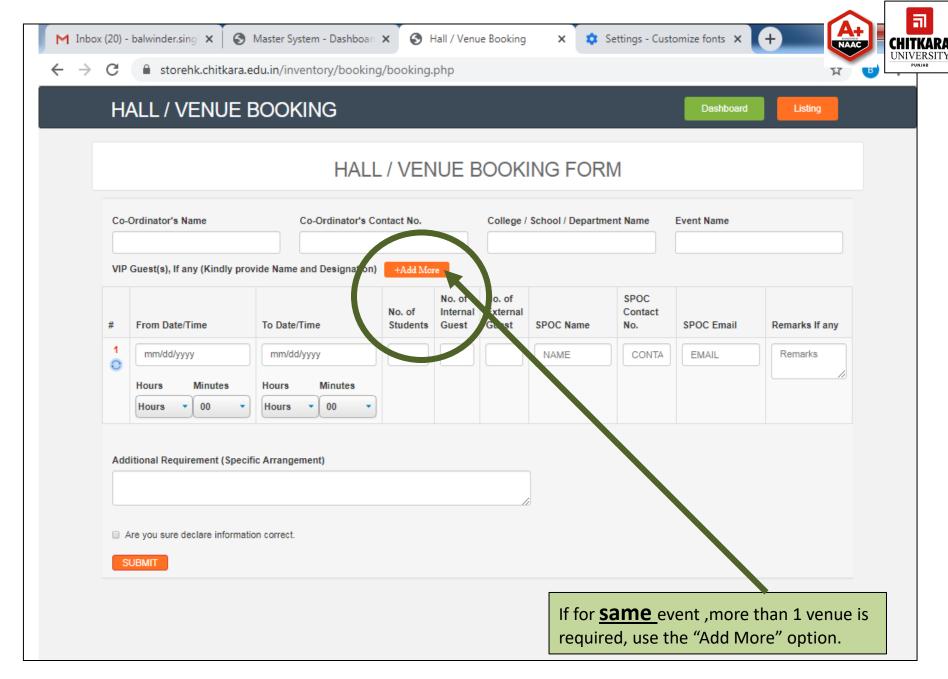












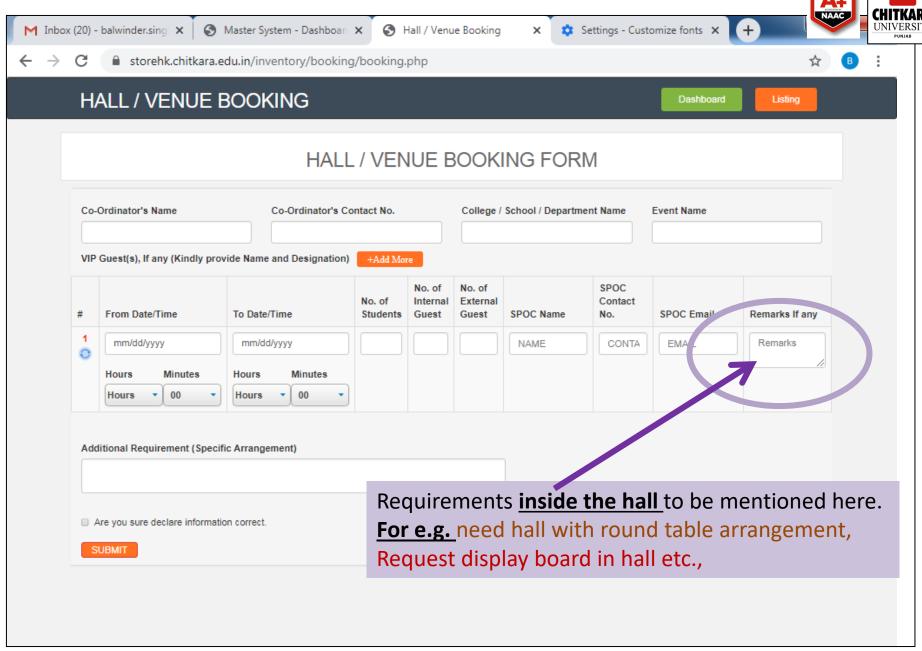




ADDITIONAL REQUIREMENTS FOR THE EVENT AT THE VENUE

(Reference Slide10)

- Make sure that all additional requirements / arrangements required for the event in the said venue are mentioned in this column.(Refer next slide)
 - This **DOES NOT** include demands of refreshments, gifts ,IT or electrical support.



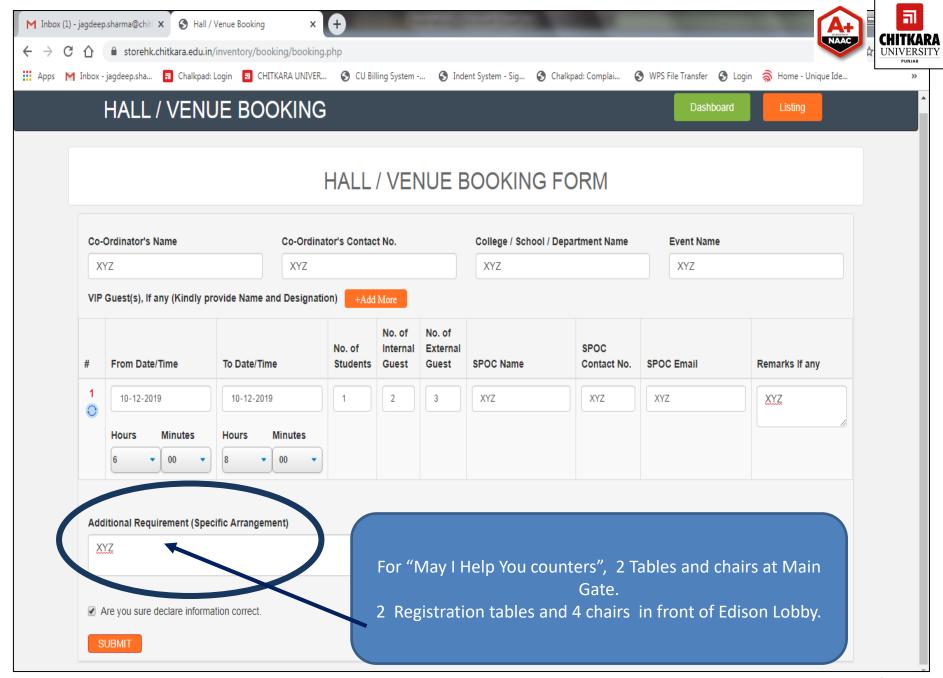
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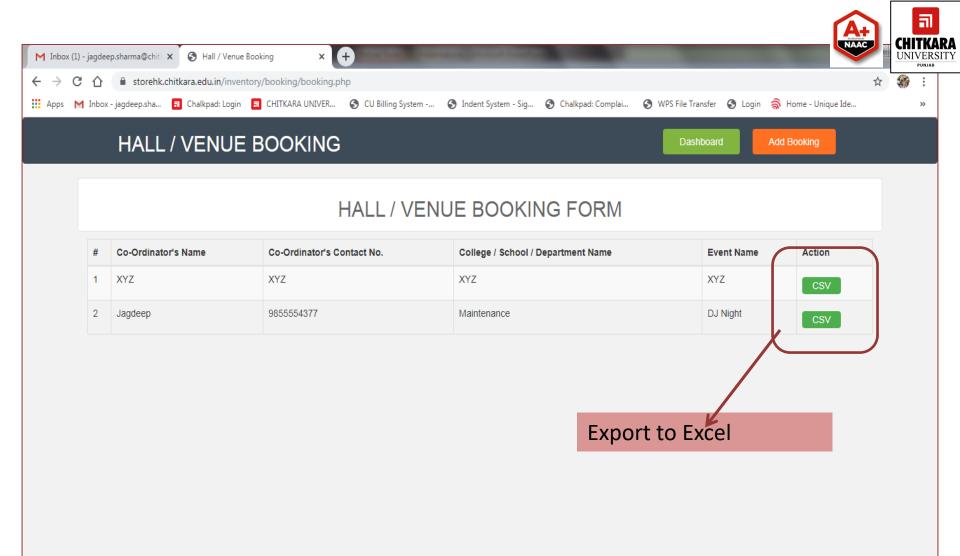
ADDITIONAL REQUIREMENTS FOR THE EVENT



(Reference Slide12)

- Make sure that all additional requirements /
 arrangements required for the event other than in
 the said hall are mentioned in this column.(Refer
 next slide)
 - For e.g.
 - (a) "May I Help You" Counter at Gate 2 chairs and 1Table
 - (b) Display boards outside Turing Building

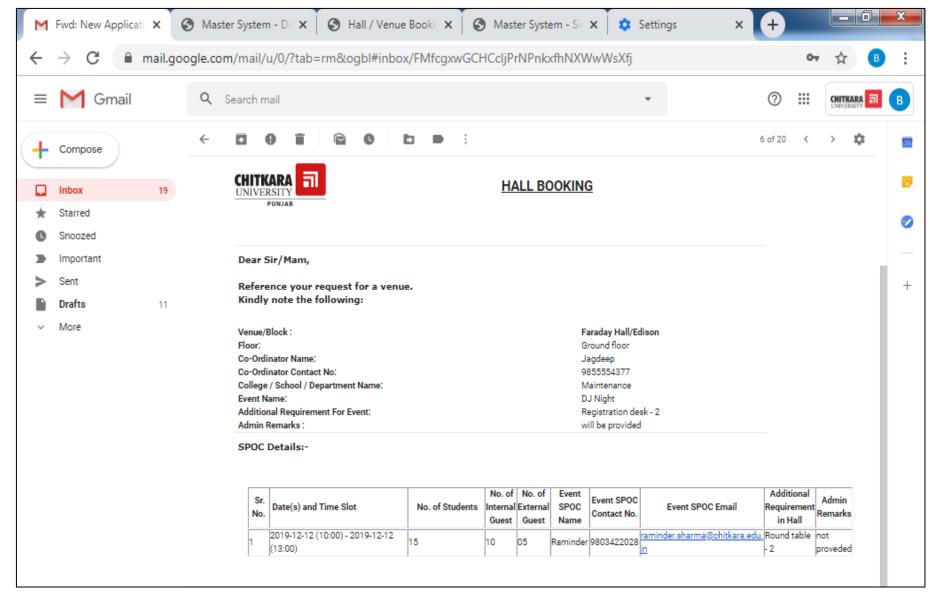


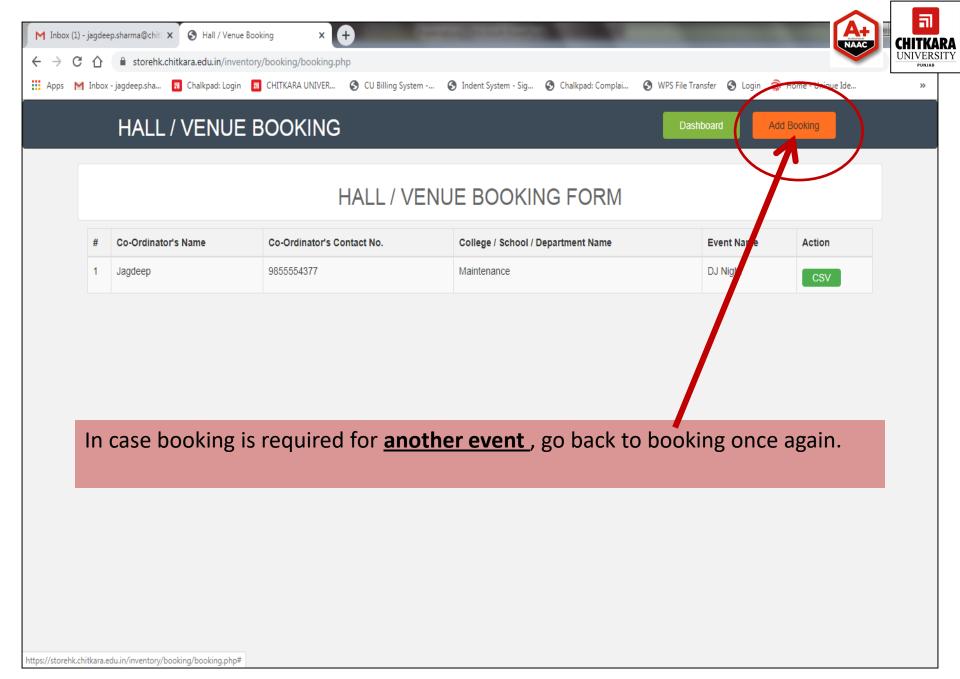


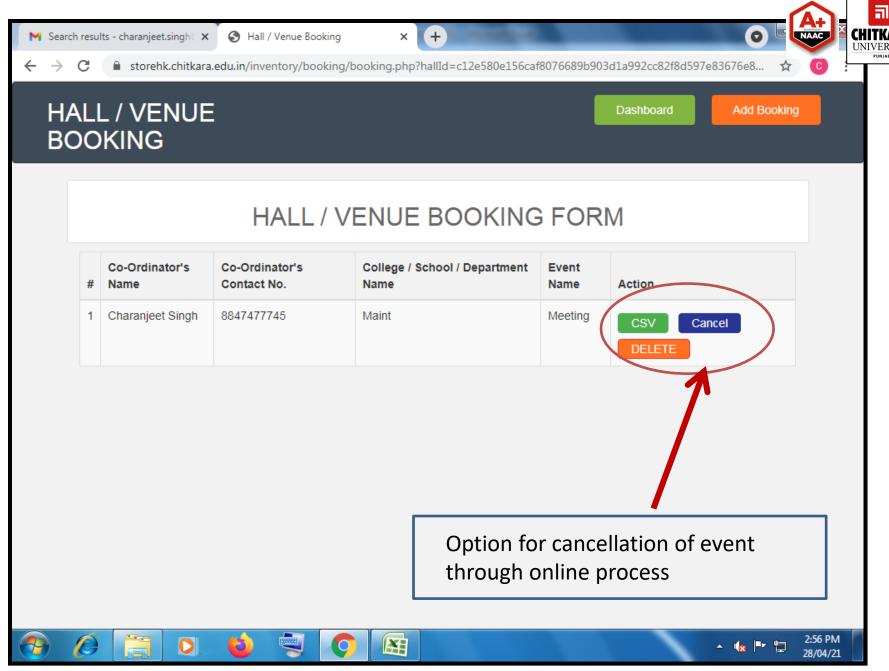
REPLY ON BOOKING

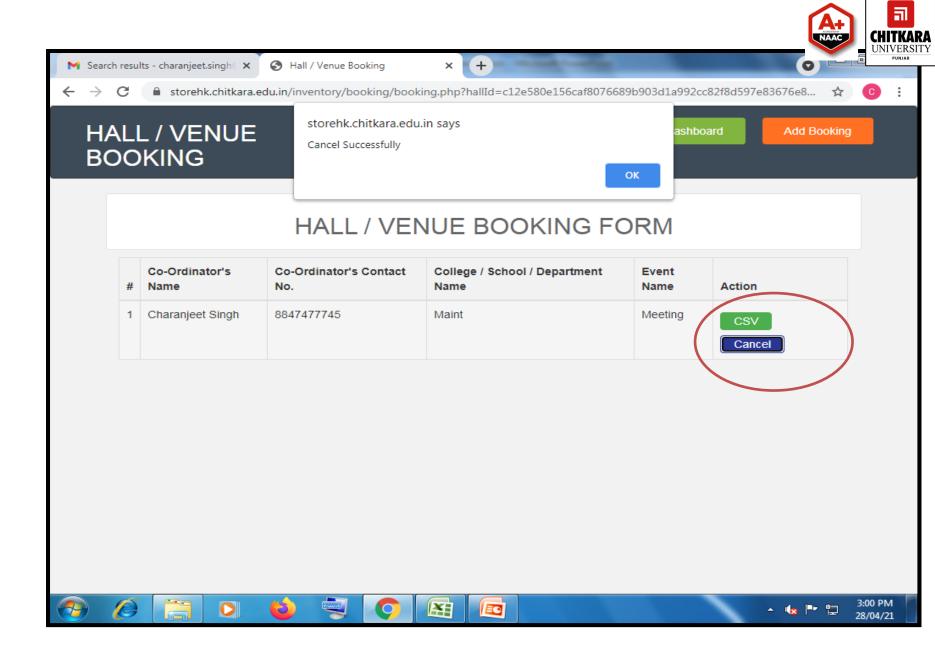
















In case you still have any queries /concerns as regards booking the venues, kindly do get in touch with us.

We are just a mail/ phone call away!!

TEAM ADMINISTRATION

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